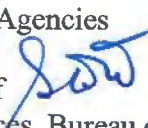


February 7, 2018

TO: Florida Law Enforcement Agencies

FROM: Stephanie D. Duhart, Chief 
Division of Motorist Services, Bureau of Records

SUBJECT: Florida Uniform Traffic Crash Reporting Requirements

With a new year beginning, we would like to take this opportunity to reinforce the importance of traffic crash reporting timeliness, accuracy, and uniformity. The Department of Highway Safety and Motor Vehicles (DHSMV) goal is to reduce the number and severity of crashes on our roadways.

To accomplish this goal, the Arrive Alive campaign was established as the first statewide, multi-jurisdictional, data-driven traffic safety initiative that unifies all of Florida's public safety agencies and partners, leveraging a longstanding tradition of collaboration. FHP and partnering agencies will focus their law enforcement presence, education and/or engineering efforts in "hot spots." These "hot spots" are locations where fatal and serious bodily injury crashes are most frequent, identified using Data-Driven Approaches to Crime and Traffic Safety (DDACTS), consistent statewide messaging and known best practices. If you have an interest in participating, please contact your local FHP Troop Commander for more information.

Florida Traffic Crash Report, Long Form

Section 316.066(1)(a), Florida Statutes, requires law enforcement officers to submit a Florida Traffic Crash Report (HSMV90010S), Long Form within 10 days of completing a motor vehicle crash investigation, if the crash meets the criteria specified by the statute. Crash investigations that exceed the initial 10-day reporting window, require a preliminary copy of the crash report be forwarded to the department within 10 days after the occurrence of the crash, to be followed by a final report within 10 days after completion of the investigation pursuant to Section 324.051(1)(a), Florida Statutes.

Data trends have revealed no significant improvement in timeliness of traffic crash report submissions:

Calendar Year	Timeliness Percentage
2015	76.05%
2016	74.91%
2017	76.06%

The department is committed to increase the timeliness of crash data to a 90% compliance rate by continuing to work closely with our law enforcement partners through education and communication.

It is important that law enforcement officers who investigate and complete Florida traffic crash reports do so uniformly to ensure accuracy. A crash report must always include at least one motor vehicle. A long form report in its entirety must include a Narrative/Diagram when the following criteria, outlined in Section 316.066(1)(a), Florida Statutes, are met:

- Resulted in death of, personal injury to, or any indication of complaints of pain or discomfort by any of the parties or passengers involved in the crash;
- Leaving the scene involving damage to attended vehicles or property (F.S. 316.061(1));
- Driving while under the influence (F.S. 316.193);
- Rendered a vehicle inoperable to a degree that required a wrecker to remove it from the scene of the crash; or
- Involved a commercial motor vehicle.

To obtain a copy of the Florida Uniform Traffic Crash Report Manual, please visit <http://www.flhsmv.gov/courts/crash/>.

Fatality/Serious Bodily Injury (FSBI)

In accordance with Section 322.27, Florida Statutes, the DHSMV must be notified, within 24 hours, of any traffic fatality, or when the law enforcement agency initiates action requiring a blood test for impairment or intoxication, pursuant to Section 316.1933, Florida Statutes.

The Driver and Vehicle Information Database (DAVID) is the primary reporting mechanism for fatalities and serious bodily injury (FSBI).

To access the DAVID, FSBI interface for reporting, please visit <https://david.flhsmv.gov> and select menu option FSBI from the dropdown on the task bar. If you do not have this option in DAVID, you must contact your agency Point of Contact (POC) to obtain access to this role. For your convenience, instructions are included with this memorandum.

If your agency does not have access to the DAVID system, please contact Richie Frederick, using the contact information below, to obtain further information about how your agency can comply with this statutory requirement.

Participation by all law enforcement agencies is statutorily mandated and critical to providing for highway safety and security. Please disseminate this notification to all stakeholders responsible for maintaining compliance with Sections 322.27 and 316.066(1)(a), Florida Statutes.

For questions or feedback regarding this process, please contact Richie Frederick, Program Manager responsible for crash data and record systems support, at richiefrederick@flhsmv.gov or 850-617-3440.

SDD/rcf
Enclosures

Fatality/Serious Bodily Injury (FSBI) Submission Guide

Statutory Reference:

In accordance with Section 322.27, Florida Statutes, the Department of Highway Safety and Motor Vehicles must be notified, within 24 hours, of any traffic fatality, or when the law enforcement agency initiates action requiring a blood test for impairment or intoxication pursuant to s. 316.1933.

This reporting system was created to record traffic crashes which meet one of the following criteria:

- A Traffic Fatality
- Serious Bodily Injury where a blood sample was drawn from any driver

Instructions:

1. Visit <https://david.flhsmv.gov>
2. Select menu option FSBI from the menu dropdown on the task bar
3. After selecting FSBI, you will have the following options, to inquire, add or create a report
 - o Inquire Traffic Fatality/Serious Bodily Injury (SBI)
 - o Add Traffic Fatality/Serious Bodily Injury (SBI) record
 - o Create Traffic Fatality/Serious Bodily Injury (SBI) Report
4. Investigating Officer Name, Investigation Agency Name and Investigating Officer Email are all pre-populated fields. However, these fields can be edited if necessary.
5. To add someone to the FSBI report, enter information in the "Add a Fatality, or Serious Bodily Injury" section, "Add a Person". If additional individual need to be added, select the "Add another Fatality/SBI" button. You may add unlimited individuals.
6. Submit FSBI Report

Please note that in the absence of a fatality in the crash and/or if the driver information to be reviewed does not indicate blood was drawn, this system should not be used.